

**CITY OF WINTER GARDEN
DEVELOPMENT REVIEW COMMITTEE
MINUTES
SEPTEMBER 26, 2007**

The Development Review Committee (DRC) of the City of Winter Garden, Florida, met in session on Wednesday, September 26, 2007 in the City Hall Commission Chamber.

CALL TO ORDER

Chairman Edward Williams called the meeting to order at 9:03 a.m. The roll was called and a quorum was declared present.

PRESENT

Voting Members: Chairman/Planning Director Edward Williams, City Manager Mike Bollhoefer (*tie breaker*), Assistant City Manager Marshall Robertson, Utilities Director Charlie Tinch, City Engineer Art Miller, Public Works Director Designee Don Cochran, and Assistant City Engineer Mike Kelley.

Non-voting Attendees: Stormwater Engineer Alex Nasser, and City Attorney Kurt Ardaman.

Others: Planner Brandon Byers and Planning Technician Lorena Blankenship.

Absent: Fire Marshall Tom Anderson and Assistant City Attorney Dan Langley.

1. APPROVAL OF MINUTES

Approval of minutes from regular meeting held September 12, 2007.

Motion by City Engineer Miller to approve the above minutes. Seconded by Utilities Director Tinch, the motion carried unanimously 6-0.

DRC BUSINESS

2. Stoneybrook Mini Storage – Final Plat

Randy June and Jeff Sedloff, applicants for the project were in attendance to discuss the Development Review Committee comments.

Comments included in the September 19, 2007 memorandum from **City Engineer Miller** were acknowledged and addressed. Discussion took place in regards to comment # 1, the stormwater ponds maintenance by the commercial tracts. Discussion took place in regards to comment # 4, no Certificate of Occupancy will be issued for any building until the plat has been approved by the City and recorded; Mr. June asked for consideration concerning the possibility of receiving approval of a TCO (*Temporary Certificate of Occupancy*). **City Engineer Miller** stated that a TCO may be issued by the City, but shall be accompanied by a hold harmless agreement executed by the Owner/Developer acknowledging that the TCO will be rescinded if the plat has not been recorded within the next 60 days. **Assistant City Engineer Kelley** stated that as-built drawings must be provided, as well as the St. John's River Water Management District Certification of Completion. Discussion took place in regards to comment # 9, the City's streetlighting ordinance; **Assistant City Engineer Kelley** pointed out that said ordinance requires the developer to provide streetlighting along C.R.545 frontage.

Comments included in the September 10, 2007 memorandum from **Storm Water Engineer Nasser** were acknowledged and addressed.

Comments included in the August 27, 2007 letter from **Assistant City Attorney Langley** were acknowledged and addressed.

Comments included in the August 29, 2007 letter from **City Surveyor Blankenship** were acknowledged and addressed.

Motion by City Engineer Miller to place the Final Plat on the November Planning and Zoning Board meeting agenda provided the applicant resubmits a revised plat and easements addressing all City Staff conditions (see attached) to the Planning and Zoning Department by October 15th. A temporary Certificate of Occupancy will be issued for 60 days provided the applicant submits an amended Hold-harmless Agreement. Seconded by Public Works Director Designee Cochran, the motion carried unanimously 6-0.

3. Walkers Grove Townhomes – Final Plat

Kevin Roy, Joe Grello, and Steve Blankenship, applicants for the project were in attendance to discuss the Development Review Committee comments.

Comments included in the September 05, 2007 memorandum, in regards to the final plat, and September 22, 2007 memorandum concerning the construction plans from **City Engineer Miller** were acknowledged and addressed.

Comments included in the September 11, 2007 memorandum from **Storm Water Engineer Alex Nasser** were acknowledged and addressed. Discussion took place concerning comment # 2, since the backyard drainage pipe behind Lots 16-27 is 15" in diameter; please change the easement in the back of these lots from 15 feet to 20 feet. The applicants explained that because of the design of the patios, if the size of the utility easement is changed from 15 feet to 20 feet, the easement will be 3 feet into the patios. It was determined that the applicant must change the size of the utility easement from 15 feet to 17 feet. **Stormwater Engineer Nasser** stated that by City Code, the developer is required to provide streetlighting along West Bay Street and Brayton Street.

Comments included in the August 27, 2007 letter from **Assistant City Attorney Langley** were acknowledged and addressed.

Comments included in the August 29, 2007 letter from **Consultant Surveyor Osborne** were acknowledged and addressed.

City Engineer Miller moved to place the Final Plat on the next available DRC meeting provided the applicant resubmits the revised plat information addressing all City Staff comments (see attached) within 3 days following this meeting, by noon on Monday October 1, 2007. Seconded by Utilities Director Tinch, the motion carried unanimously 6-0.

ADJOURNMENT

There being no more business to discuss, the meeting was adjourned at 9:37 a.m.

APPROVED:

ATTEST:

Chairman Edward Williams

Planning Technician Lorena Blankenship